

Department of Corrections
Policy Unit Memorandum

To: Designated Staff
From: Mary Greene, Policy Unit
Re: Guidelines for Policy Review and Revision
Date: January 18, 2006

The following checklist is designed to assist designated staff in the annual policy review process:

- ☐ Review the Annual Policy Review Schedule posted on the I:Drive under DOC Policies.
- ☐ Determine the date by which your bureau or facility's drafts are due at the Policy Unit.
- ☐ Review DOC Policy 1.1.2, Policy Management System (also posted on the I:Drive under DOC Policies) for policy revision guidelines.
- ☐ Circulate policy to appropriate staff for input on possible revisions or additions.
- ☐ Insert recommended changes (according to instructions in Policy 1.1.2) i.e., double underline, yellow highlight.
- ☐ Forward policy draft(s) to the Policy Unit by the draft due dates indicated on the Annual Policy Review Schedule.

Did you, or your review committee, review the following items:

- ☐ Do the policy title and policy statement appropriately describe the policy's purpose?
- ☐ To which divisions, facilities, or programs does the policy apply?
- ☐ Have you included the appropriate references, e.g., any MCA Codes, ACA Standards, or other Department policies?
- ☐ Have you used clear, concise, standard definitions, to the extent possible, consistent with the Glossary of Terms posted on the file server? (glossary under revision)
- ☐ Have you written or revised the policy to conform to an outline format (see Policy 1.1.2 attachments; sample formats) that may include which staff are responsible for which actions?
- ☐ Have you, as the subject matter expert(s), revised the policy content to be accurate, well-organized, and grammatically correct?
- ☐ Have you reviewed any attachments to the policy to ensure the information is consistent with information in the body of the policy?

Please Note: It is the responsibility of each division, bureau, or facility to annually review, and revise if necessary, the policies applicable to your division, bureau, or facility. Please contact the Policy Unit for assistance, as needed, or with any questions about the policy review process, at 406-444-1680.